



Clarke County Building Department
101 Chalmers Court, Suite B
Berryville, VA 22611
P) 540-955-5112 | F) 540-955-5170

If you are applying for a building permit for a **Remodel**, please submit the following:

Please Note: a Building Permit is required to do:

- Add or remove walls.
- Remove drywall or plaster and replace it with new insulation and drywall.
- Finish a basement or any unfinished area into living space.
- Finish attached porches, attached or detached garages, etc. into living space.
 - Zoning approval will be required prior to applying for a Building Permit.
- Replacement of floor joists and roof trusses.
- Repair of foundations.

Please Note: the above list is not all-inclusive. Please contact the Building Department for specific questions concerning permit requirements for remodeling.

Building Department

- A completed building permit application.
- Two (2) sets of structural building plans clearly labeled.
 - Please label all rooms.
- A recorded copy of your Notice of Onsite Sewage Disposal Limitations or Notice of No Sewer Permit Availability.
- A walkover by the Health Department may be necessary prior to building permit approval. This is determined by the Building Official.
- Contractor Exemption Affidavit Form, if applying for a Building Permit as your own General Contractor.
- All general contractors shall submit a copy of their Virginia Contractor's License.
- All general Contractors shall provide a copy of the Appropriate County or Town Business License.
 - Clarke County – if in a 12 month period you expect to make in excess of \$20,000 on all combined jobs, a business license is required. This can be obtained through the Commissioner of the Revenue's office.
 - Town of Berryville – Please contact 540-955-1099 for assistance.
- **Please Note:** If you reside in the Town of Berryville and are finishing off your basement, you must obtain a zoning permit prior to applying for the building permit. Please Contact Christy Dunkle, contact information can be found on the next page.

Questions:

- Building Department, Land Disturbance/Erosion & Sediment Control
 - James Royston
540-955-5112
jroyston@clarkecounty.gov



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- Health Department
 - Carter Neiswander – Environmental Health Specialist
540-277-3570
 - Jim Davis – Environmental Health Supervisor
540-277-3571
- Planning & Zoning – Clarke County
 - Jeremy Camp
540-955-5131
icamp@clarkecounty.gov
- Planning & Zoning – Town of Berryville
 - Christy Dunkle
540-955-4081
- Clarke County Sanitary Authority - Water & Sewer Availability Information in Boyce, Millwood, & White Post
 - Mary Meredith
540-955-5185
- Miss Utility – Dial 811
- Rappahannock Electric Cooperative – 1-800-552-3804
- Dominion Virginia Energy – 1-888-667-3000
- Shenandoah Valley Electric Cooperative – 1-540-450-0111

Inspection List

- All Structures
 - Footings – Call for inspection after footings have been excavated, forms set, and reinforcement in place. Call **before** pouring concrete.
 - Foundation – Call for inspection after all masonry, waterproofing, and bolts are in place. If foundation walls are poured, concrete, forms, reinforcement, and emplacements must be inspected before pouring concrete into those walls.
 - **NOTE** – this department does foundation, drain tile, and backfill inspections in one site visit.
 - Framing – Call for inspection after all framing, roof, fire stopping, bracing, rough mechanical, rough plumbing, and rough electrical work which is to be enclosed, and before any wallboard or ceilings are in place.
 - Insulation – Call for inspection when all insulation is in place and before any wall or ceiling covering is in place.
 - Final – Call for inspection when the structure is complete and ready for occupancy.
- Electric
 - Rough-in – Call for inspection prior to concealment. All wiring, boxes, conduit, and concealed equipment must be installed.



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- Service – Call for inspection after meter base, service panels, ground rods, and proper GFCI equipment are installed.
- Final – Call for inspection after all equipment has been installed and operating, prior to occupancy.
- Gas
 - Rough-in / Pressure Test / Gas Line - Call for inspection prior to concealment and after the gas lines have been installed and pressure tested.
 - Pressure Vessels - Call for inspection of all gas storage tanks, fired and unfired pressure vessels, and all piping to and from equipment prior to backfilling or concealment.
 - Final - Call for inspection when all heating and cooling plants, pumps, fired and unfired pressure vessels have been installed and tested.
- Mechanical
 - Rough-in - Call for inspection prior to concealment and after the ducts, vent fans, emergency switches, sprinkler systems, and fire suppression systems have been installed.
 - Pressure Test - Call for inspection prior to concealment and after the gas lines have been installed and pressure tested.
 - Pressure Vessels - Call for inspection of all oil storage tanks, fired and unfired pressure vessels, and after all piping to and from equipment prior to backfilling or concealment.
 - Final - Call for inspection when all heating and cooling plants, pumps, fire and unfired vessels, and fire suppression systems have been installed and tested.
- Plumbing
 - Groundworks - Call for inspection prior to covering or backfilling. All tests must be performed, inspected, and approved.
 - Rough-in - Call for inspection prior to concealment. All waste, vents, and water lines must be installed and tested **completely from ground level to and through the roof.**
 - Final - Call for inspection before occupancy and when all fixtures are set and in operation.

Please Note: The above list is not all-inclusive. Please contact the Building Department for required inspections.